

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice FI-2486**

**For:** State and Concentration Banking County Offices

**Additional Instructions for Using the New Concentration Banking System (CBS)**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A**

**Background**

County Release No. 458 contained changes to the CBS software. With the installation of the new software, CCC-257 data is bundled at the County Office and transmitted directly to KCFO. The data is no longer transmitted to the State Office. Notice FI-2479 provided instructions for using the new software.

After installing the software, many State and County Offices have called with questions about the transmission process and when to use the CBS phone-in system.

**B**

**Purpose**

This notice provides:

- additional instructions on the daytime transmission process
- additional instructions on using the CBS phone-in system
- instructions for handling manual CCC-257's
- instructions for CCC-257 processing when a CBS county is temporarily required to make deposits to the CCC Lockbox Bank.

**C**

**Contacts**

If there are any questions about this notice, County Offices shall contact the State Office. State Offices shall contact Lenior Simmons, FMD at 703-305-1313.

**Disposal Date**

February 1, 2002

**Distribution**

State Offices; State Offices relay to applicable County Offices

## 2 Daytime Transmissions

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### A

#### Overview

The AM3 (CBS file) daytime transmission must be completed by 3:45 p.m. central (standard/daylight) time to be included in each day's business. To ensure that the transmission is completed by this time, County Offices should allow sufficient time to confirm, queue, bundle, and transmit the file.

This paragraph provides solutions to some problems identified by County Offices during the daytime transmission process.

**Note:** Software transmitted on May 21, 2001, and included in County Release No. 461, no longer requires a dedicated system for the daytime transmissions.

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### B

#### Multiple Daytime Transmissions

The following files are included in the daytime transmission:

- Direct Deposit File (AE1) that can be transmitted as late as 4:45 p.m. central (standard/daylight) time
- CBS File (AM3) that must be transmitted no later than 3:45 p.m. central (standard/daylight) time.

Once these files have been queued, they may be transmitted any time before the cutoff time. Whenever possible, these files should be included in the same daytime transmission to save time.

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### C

#### Total Time for Transmissions

The total time for transmission of both the AE1 and AM3 files should be no more than 15 minutes. If a County Office experiences a longer transmission time, contact the National Help Desk at 1-800-255-2434 to obtain assistance in determining the cause.

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## 2 Daytime Transmissions (Continued)

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### D

#### Reducing Transmission Time

To shorten the process time for transmissions, do the following.

- Insert the back-up tape in the tape drive when you begin to confirm the CBS schedule data. During the tape back-up procedure, the tape runs through a “retention cycle”. By inserting the tape during the confirm process, the “retention cycle” will be completed when the daytime transmission backup is activated.
- Use separate tapes for daytime transmissions and end-of-day transmission file back-ups. If separate tapes are used, County Offices should be able to back-up a month’s worth of daytime transmission files on 1 tape.

**Note:** The back-up tapes should be retained for 120 calendar days after the last date it was used.

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### E

#### Determining If Transmission Session Is Running

To determine if the daytime transmission session is running, County Offices may ENTER “D U” on a command line, and PRESS “Enter”. The Status Users screen will displayed. If the transmission session is running, the status for:

- Procedure “FDA867” will be in “OCL-Wait”
  - Procedure “CSFXMTCQ” will be “Active”.
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### F

#### Determining If the Transmission Is Successful

To determine if the transmission is successful, do the following.

IF the daytime transmission is...	THEN an Outgoing Bundle Exception List will be printed with the following message...
successful	*** No Transmission Exceptions***.
unsuccessful	Next Location (Nxt/Loc) 1 <sup>st</sup> column - KCMO file name message “Trnsn Failed”.

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## 2 Daytime Transmissions (Continued)

### G

#### If the Transmission Is Unsuccessful

The daytime transmission software will make 5 attempts to transmit the daytime files. After the 5<sup>th</sup> unsuccessful attempt, the Outgoing Bundle Exception List will be printed.

If this occurs, County Offices shall perform the daytime transmission again. If the transmission attempts fail again, contact the National Help Desk at 1-800-255-2434.

### H

#### Using the CBS Phone-in System For a Failed Daytime Transmission

County Offices shall **not** call the CBS phone-in system immediately after determining that the daytime transmission failed. Use the following table to determine when to call the CBS phone-in system if there is a failed transmission.

IF the daytime file transmission fails before the 3:45 Central (Standard/Daylight), cutoff time...	
AND...	THEN...
the transmission problem is resolved before the cutoff time	complete the daytime transmission using procedures in Notice FI-2479.
the County Office knows that the transmission problem will <b>not</b> be resolved before end of the day	<p>call the CBS phone-in system before the 3:45 p.m. cutoff time according to instructions in Notice FI-2479.</p> <p><b>Notes:</b> Do <b>not</b> call the CBS phone-in system after the cutoff time.</p> <p>Interest is lost to the Government when funds are not deposited and withdrawn from local depository (LD) on a timely basis. If the county fails to call the phone-in system before 3:45 p.m. cutoff, the deposited funds will remain in LD an extra day, and the Government will not gain interest on those funds.</p>
the County Office did not call the CBS phone-in system before the 3:55 p.m. cutoff time	<ul style="list-style-type: none"> <li>on the next business day, confirm that the daytime file was transmitted during the end-of-day transmission</li> <li>if the file was not transmitted, complete the daytime transmission of the previous day's schedule by 3:45 p.m. cutoff time.</li> </ul>

### 3 CBS Phone-in System

#### A

##### Using the CBS Phone-in System

The following options are available on the CBS phone-in system.

- Option 1 shall be used if the County Office is unable to transmit their current day data directly to KCFO and has followed the instructions in subparagraph 2 H.
- Option 2 shall be used if the County Office has been contacted by KCFO of a rejected or returned ACH.
- Option 3 shall be used if there is an error in the transmission schedule and a balance remains in the local depository account.

#### B

##### Option 1

Option 1 of the CBS phone-in system shall be used if the County Office is unable to transmit a CBS schedule and wants to report the deposit data. The following table provides instructions when this option shall be used.

**Note:** Before using this option, the County Office should have already made their deposit to the bank.

USE this option...	DO NOT USE this option...
if the County Office experienced transmission failure and has followed the steps in subparagraph 2 H.	if the County Office experienced transmission failure and has not followed the instructions in subparagraph 2 H.  <b>Note:</b> If the AM3 file is transmitted successfully and the CBS phone-in system is used to report your deposit data, both will be rejected in KC.
to record the deposit data from a manual CCC-257 that has not been recorded in the S/36-AS 400.  <b>Note:</b> After the schedule is recorded in the S/36-AS 400, do <b>not</b> transmit it to KC. When recording the manual schedule, take the option, "This schedule data was recorded in the CBS phone-in system". See subparagraph 4 B for complete instructions.	if a CBS County Office is instructed to use the CCC Lockbox Bank temporarily until the LD profile data is updated. See paragraph 5 for complete instructions in handling this situation.

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## Notice FI-2486

### 3 CBS Phone-in System (Continued)

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#### C

##### Option 2

Option 2 of the CBS phone-in system shall be used if KCFO contacts the County Office of a rejected ACH resulting from a previously transmitted CBS schedule.

**Note:** This option shall **only** be used if KCFO specifically instructs the County Office to call the phone-in system and take option 2.

USE this option...	DO NOT USE this option...
if contacted by KCFO, who specifically instructs the County Office to call the CBS phone-in system and use option 2.	if KCFO contacts the County Office about a missing deposit or other exception error.

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#### D

##### Option 3

Option 3 of the CBS phone-in system shall be used if a deposit remains in the local depository account after a CBS Schedule was previously transmitted. The following table provides instructions when this option shall be used.

**Note:** The schedule amount recorded in the CBS phone-in system shall only be the balance remaining in the local depository account.

USE this option...	DO NOT USE this option...
if the County Offices determines that there is remaining balance in the local depository account.	if the schedule of deposit has not previously been transmitted.

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## 4 Handling Manual CCC-257's

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### A

#### Overview

CBS County Offices may need to prepare a manual CCC-257 and use the CBS phone-in system to record their deposits if:

- the S-36/AS 400 is unavailable
- program software is unavailable.

When the conditions in this subparagraph are corrected, the manual CCC-257 must be entered into the Cash Receipts System. After the manual CCC-257 is entered into the system, it should **not** be transmitted if the data was recorded through the CBS phone-in system.

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### B

#### Problem Identified With New CBS Software

With the installation of County Release No. 458, the option to record whether or not a manual schedule had or had not been phoned into the State, was removed. By indicating the manual schedule had been phoned in, the schedule status indicator changed, and the schedule no longer appeared on CBS Confirm Screen AMA54010.

County Release No. 462 contains software that brings back this option. After installing the new software, County Offices will be able to record whether or not a manual schedule was called into the CBS phone-in system. When the “phone-in” option is chosen, the schedule status indicator will be changed to “P”, and the schedule will not appear on Screen AMA54010.

**Note:** This option is only available for manual schedules that are entered after installation of County Release No. 462. The schedule status indicator for manual schedules entered before installation of the new software, **cannot** be changed at this time. Software currently in development will allow the status indicator of these schedules to be changed. Until the new software is received, County Offices must continue to bypass confirming the manual schedules that were entered and phoned-in before installation of County Release No. 462.

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**5 CBS Counties Who Temporarily Use the CCC Lockbox Bank**

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**A**

**County Office  
Action**

When there is a change in the LD profile data, County Offices are instructed to make their deposits to the CCC Lockbox Bank until the profile has been updated. During this time, County Offices continue to enter deposits into the Cash Receipts System, but CCC-257 is **not** transmitted. These CCC-257's will appear as "untransmitted" on Screen AMA54010, because the status indicator cannot be changed.

Software, currently being developed, will allow the status indicator of the schedules that appear on Screen AMA54010 to be changed so that they no longer appear as "untransmitted". County Offices shall continue to bypass confirming these schedules until the new software is released.

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